

DEPARTMENT OF CHILDREN AND FAMILIES
PROMOTIONAL/LATERAL TRANSFER OPPORTUNITY
FISCAL ADMINISTRATIVE SUPERVISOR
(FISCAL DIVISION)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees on current exam list or lateral transfer

Location: Hartford, CT

Job Posting No: BM43091CO

Hours: 40

Salary: \$80,130.00 - \$104,155.00 (Annually)

Closing Date: September 25, 2013

Eligibility Requirement: Candidates must be current state employees who have passed the **Fiscal/Administrative Supervisor** examination list promulgated by the CT Department of Administrative Services (DAS) or be eligible for lateral transfer if they currently hold the title of **Fiscal/Administrative Supervisor**, or have attained permanent status in the class since their most recent hire date. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; knowledge of types, characteristics and sources of supply and market factors of assigned commodities; knowledge of business law as it applies to purchasing contracts and sales; knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; supervisory ability.

General Experience: Eight (8) years of experience in a combination of fiscal/administrative functions (e.g., accounting, payroll, purchasing) at least one (1) of which must be an accounting or budgeting function. Descriptions of these fiscal/administrative functions are attached.

Special Experience: Two (2) years of the General Experience must have been at the professional working level of Fiscal/Administrative Officer or Accountant. **(Note):** Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is the professional training level and below the professional working level.

Substitution Allowed: 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2.) A Master's degree in public administration, business administration or accounting may be substituted for one (1) additional year of the General Experience; 3.) For State Employees experience as a Purchasing Services Officer 1 or 2 substitutes for the General and Special Experience on a year for year basis.

Preference: Preference will be given to candidates with experience in the areas of Bonding, Contract Management, Human Services Procurement, Contract Budgeting and Supervisory Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 (State Application), resume, letter of intent and copies of last two (2) PARS/Service Ratings. Please submit complete packet to:

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attention: Bernice Morgan
FAX: (860) 707-1952

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.